

**"SERVICE TO THE CUSTOMER BUILT OUR REPUTATION"**

## MACHINES

**ADDRESSING - OFFSET - DUPLICATING  
SALES & SERVICE - OFFICE FURNITURE - SUPPLIES**

**BASIC OPERATING INSTRUCTIONS:** Class 1900 Addressograph  
(All models in the 1900 series such as 1900, 1950, 1955, etc.)

Note: not all machines have all features shown. If features shown here are not on your machine, it is because they were not ordered. Most features can be added to an existing machine. Certain features must be built-in when the machine is manufactured.

One of these posters is furnished with each machine sold. Extra copies may be purchased at 50¢ each.

LEFT SHELF may be lifted on or off.

**PLATEN PRESSURE ADJUSTMENT.** Turn knob clockwise to increase pressure, counter-clockwise to decrease pressure. This adjustment MUST be made to suit thickness of the item being addressed. If the item is thick, less pressure is needed. If it is thin, more is needed. The plate should print well but not heavy enough to emboss the paper.

**PACKER RELEASE PIN.** If plates catch while dropping into drawer, the packer can be released and tipped upwards so caught plates can be removed. Packer release pin is on a spring. When pulled out, packer is unlocked. After clearing caught plates, be sure packer pin is properly re-set in correct position.

**DATER.** To turn on dater, pull this out. To turn off dater, push this in.

**MULTI-PRINT CONTROL.** When this knob is in, machine is on consecutive and all pedals function in normal manner. When pulled halfway out, machine is on multi-print. If equipped with Duplicator gearing, machine prints each plate twice. If equipped with Triplicator, machine prints each plate 3 times, etc. And, when set on Duplicator, Triplicator or other gearing, all of the cycles involved must be completed before this can be turned off. When this knob is pulled all the way out, machine is LOCKED on REPEAT. BOTH Repeat and Consecutive pedals will then repeat. Skip pedal will not function. No plates will move.

**DRAWER LATCH.** Press to lower drawer holder when inserting the empty drawer. Be sure slide in empty drawer is all the way forward and that the slide lock is up (not locked). Lift drawer and drawer holder and they will lock in upward position, ready to receive plates. If necessary to open and look into drawer during a run and there are plates already in the drawer, hold the front plate so that its front edge is at the back of the opening in bottom of drawer. Lift drawer holder carefully.

**SKIP PEDAL.** When depressed, plates pass through machine without printing. Operate this pedal four times after first loading a drawer of plates, to bring the first plate from the loading magazine up to printing position. If the pedal is held down, plates will move through continuously.

**REPEAT PEDAL.** If it is desired to repeat a plate that has just printed, use this pedal.

**CONSECUTIVE PEDAL.** When this pedal is depressed, a new plate moves into position and prints. All pedals should be tapped lightly and foot lifted. If pedal is held down, two or more plates may move and print.

### PLATE LOADING MAGAZINE

To load plates in magazine:

1. Open door of magazine.
2. Tip bottom of drawer into magazine. Push all the plates to the bottom of the drawer. By pushing the front plate, all plates move and the follower in the drawer also moves to the bottom of the drawer.
3. Tip plates into magazine until drawer is straight up.
4. Push drawer and magazine until magazine locks in tilted backward position.
5. Lift out empty drawer, bottom first.
6. Close door of magazine.
7. Pull magazine forward from tilted backward position to straight up position.
8. Pull the slide all the way forward in the empty drawer and insert the drawer in the machine. Be sure the follower lock is UP (unlocked).

**SELECTOR BAR.** Remove bar and place pins in desired positions to set up selector action desired. replace bar and be sure it is properly seated and locked in position.

**SELECTOR ON OR OFF.** When out, selector is turned on. When in, selector is turned off and all plates will print regardless of other selector settings. Under certain conditions, a few cycles of the machine are needed before a change in this control takes effect.

**SELECTOR CONTROL.** When all the way in, selector is on SKIP TAB. When halfway out, selector is on PRINT TAB. When all the way out, selector is set to ring BELL ONLY. To use bell signal, special selector pins are required.

**CONTROL FOR MULTI-COLUMN LISTER.** Few machines have this feature.

**BELL.** Turn bell signal on or off.

**AUTOMATIC STOP.** Used only in conjunction with automatic feeder or last impression stop on sheet lister. When pulled out, machine runs continuously without stepping on pedals. Shuts off when last plate leaves magazine or when last impression is made at bottom of sheet with sheet lister or if a form fails to feed in the automatic forms feeder. This control is not on your machine unless you have attachments which require it.

**SWITCH.** Turns motor on or off.

**COUNTER.** To turn on counter, pull this out. To turn off counter, push this in.

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